

CAREER OPPORTUNITY

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FI\$Cal Project	RELEASE DATE:	April 15, 2013
CLASSIFICATION:	Associate Governmental Program Analyst	FINAL FILING DATE:	April 29, 2013
TIME BASE: CBID:	Perm/Full Time R01	POSITION NUMBER(S):	333-200-5393-002
SALARY RANGE:	\$4400-\$5348 Per Month	TEAM(S):	Project Management Office

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

DUTIES: Under the general direction of the Staff Services Manager II (Managerial), and working as a member of the multidisciplinary Project team, the Associate Governmental Program Analyst position is part of the Project Management Office (PMO). The incumbent serves as the PMO Document Editor to carry out the difficult tasks of writing, editing, managing, and controlling project documentation, including creating, updating, and storing Project plans, manuals, status reports, meeting minutes, and other information technology documents. The incumbent also provides document control support relative to implementation of the FI\$Cal management plans, reference manuals, and PMO training materials. The incumbent will have primary responsibility for facilitating and developing the annual Legislative Report. The incumbent will be cross-trained in Project activities to provide back-up and succession planning.

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THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING QUALIFICATIONS:

- ✧ Must have proficiency in the Microsoft™ Office 2010 suite of applications, particularly Word, Excel® and PowerPoint®
- ✧ Currently working as a document editor/technical writer to carry out the difficult tasks of writing, editing, managing, and controlling project documentation
- ✧ Ability to apply standards of style, grammar, usage, and formatting necessary to maintain the consistency and high quality of Project documentation
- ✧ Comprehensive knowledge and understanding of project management and of the State's information reporting requirements
- ✧ Experience in research, data collection, and analysis of information for preparation of issue papers, chronologies, and special Project documents
- ✧ Experience in performing complex analytical studies, research, and activities
- ✧ Experience developing training materials for the use of document management procedures and tools
- ✧ Ability to lead cross-functional team members in information technology research studies and tasks associated with project management documentation activities and methodologies
- ✧ Advanced technical specialist knowledge and experience in creating and updating state-required information technology documentation in support of an information technology system development life cycle
- ✧ Knowledge of the CA-PMM guidelines and methodology framework
- ✧ Knowledge of Project Management Institutes Project Management methodologies
- ✧ Knowledge of the project management concepts, principles, practices, and processes for developing and maintaining plans, studies, procedures, policies, deliverables, and work processes used in the information technology life cycle.
- ✧ Critical thinking skills applicable to quality assurance practices during system development and critical success factors designed to meet high quality business solutions
- ✧ Ability to facilitate various meetings, including high-level document review sessions
- ✧ Ability to Lead the development of corrective actions, implementation, and follow-up for compliance with project management standards

Qualified candidates may be required to demonstrate document editing ability in a structured exercise.

WHO MAY APPLY: Current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility.

Please write "Position #333-200-5393-002" on your application and indicate the basis of your eligibility in the job title section.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located at 2000 Evergreen Street, Sacramento. This location has FREE PARKING!

SEND APPLICATION AND RESUME TO:

FI\$Cal Project
Human Resource Office
2000 Evergreen Street, Ste. 101
Sacramento, CA 95815

Telephone (916) 576-5240

TDD*: (916) 324-6547



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ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit:

<http://www.fiscal.ca.gov>

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

This position may be excluded.

Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov.

California relay (telephone) service for the deaf and hearing impaired

From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.